**Instructional Rounds: The Basics**

**Purpose**: to learn from colleagues, reflect on our own teaching practices, and ultimately, apply effective strategies in our own classrooms

**Recommended Understandings & Ground Rules:**

* Rounds are not for evaluation.
* Rounds are for the collaboration and professional reflection of the observers.
* Observe, reflect, and consider teacher behaviors with emphasis on effectiveness.
* “Mutual respect, sensitivity, and kindness are always honored!” (Kevin Feldman)
* Nothing observed within a lesson should be shared with anyone.
* Comments made during the debriefing should not be shared outside of the debriefing session.
* Do not offer suggestions to the observed teachers unless they explicitly ask for feedback.
* Observed teachers should be thanked and acknowledged for their willingness to open their classrooms to others.

**Logistics:**

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| Team Size | * 3-5 plus lead teacher(s) |
| Leaders | * can be facilitated by any respected colleague * administrators can facilitate if rounds are not considered for formal evaluation * training recommended |
| Teachers Observed | * typically volunteers * ideally, but not necessarily, strongest teachers |
| Scheduling | * use planning time, rotating subs, administrators sub, etc. * ideally, debriefing occurs immediately after an observation * team may require 10 minutes prior to observation to review purpose, norms, forms, etc. |
| Observation | * 15-20 minutes of observation in a given classroom * rounds team records notes regarding affirmations, questions, and applications to own professional practice * note taking form, if used, emphasizes district foci and/or use common language of instruction (*Art and Science of Teaching*, reflective practice, engagement, etc.) |
| Debriefing | * 5-10 minutes for debriefing each observation immediately (or soon after a group of observations) * team members share affirmations, questions, and applications * facilitator ensures respectful dialogue and takes notes of affirmations for observed teacher (if requested) * pass option allowed |
| Frequency | * at least once per semester |

**Facilitation Guide**

Before Observation

* distribute note taking form (per district norms)
* review purpose, ground rules, protocol with team

During Observation

* enter classroom unobtrusively
* observe and take reflective notes for 10-15 minutes
* thank the teacher; leave quietly

Debriefing Session

* Gather your group
* Review ground rules (if necessary)
* Ask each team member to share observations and reflections.
* Allow pass option, but encourage each member to share
* Record significant affirmations for the observed teacher (if requested)
* Keep the conversation positive and focused on the observers
* Monitor time



Follow-Up

* Email significant affirmations/applications to observed teacher (if requested or per district protocol)

